RACE TO THE TOP – PHASE 1
APPLICATION SUBMISSION TIPS

Information in this document is based on information in the Application and the Race to the Top Guidance and Frequently Asked Questions.

Submission Deadline

- The Department must receive all grant applications by 4:30:00 p.m., Washington D.C. time, on January 19, 2010. Applications postmarked on the deadline date but arriving late will not be read.
- Applications for grants under this competition must be submitted by mail or hand delivery. [Note: January 18th is a Federal holiday and as such may impact mail service delivery.]

Format of Application Submission

- Applications for grants under this competition must be submitted in electronic format on a CD or DVD, with CD-ROM or DVD-ROM preferred. The CD or DVD should be clearly labeled with the State's name and any other relevant information.
- All electronic application files must be in a .DOC (document), .DOCX (document), .RTF (rich text), or .PDF (Portable Document) format. If a State submits a file type other than one of these four file types, the Department will not review that material. We strongly recommend that, where possible, States submit their applications to the Department in PDF format.
- Each file name should clearly identify the part of the application to which the content is responding.
- States should not password-protect these files.
- States should not include hyperlinks to websites in their applications.
- We recommend that States format their applications in black and white. When the Department prints the applications for reviewers, the applications will not be printed in color.
- The application suggests specific page limits for the narrative responses to all selection criteria in Section VI of the application and the appendixes. These page limits are recommended, but not required.

Format of Signature Pages

- In addition to the electronic application files, applicants must submit a signed original of Sections III and IV of the application and one copy of that signed original. (These sections may not be faxed copies. A State may not submit an electronic signature.)
- Please note that Section III requires signatures from the Governor or authorized representative of the Governor; the Chief State School Officer; the President of the State Board of Education; and the State Attorney General or authorized representative of the Attorney General. Section IV requires the signature of the Governor or authorized representative of the Governor.

Submission of Applications by Mail

- States may submit their application (*i.e.*, the CD or DVD, the signed original of Sections III and IV of the application, and the copy of that original) by mail (either through the U.S. Postal Service or a commercial carrier).
- Therefore, to avoid delays, we strongly recommend sending applications via overnight mail. Mail applications to the Department at the following address:

  U.S. Department of Education
  Application Control Center
  Attention: (CFDA Number 84.395A)
  LBJ Basement Level 1
  400 Maryland Avenue, SW.
  Washington, DC 20202-4260

Submission of Applications by Hand Delivery

- States may submit their application (*i.e.*, the CD or DVD, the signed original of Sections III and IV of the application, and the copy of that original) by hand delivery (including via a courier service).
- The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.
- We must receive the applications on or before the application deadline date, at the following address:

  U.S. Department of Education
  Application Control Center
  Attention: (CFDA Number 84.395A)
  550 12th Street, SW.
  Room 7041, Potomac Center Plaza
  Washington, DC 20202-4260

Envelope requirements and receipt

- When an applicant submits its application, whether by mail or hand delivery—
  o It must indicate on the envelope that the CFDA number of the competition under which it is submitting its application is 84.395A; and
  o The Application Control Center will mail to the applicant a notification of receipt of the grant application. If the applicant does not receive this notification, it should call the U.S. Department of Education Application Control Center at (202) 245-6288.

Resources

- Website: www.ed.gov/programs/racetothetop
  o Useful documents include Frequently Asked Questions (updated as of January 13, 2010); Notice Inviting Applications; Application; Notice of Final Priorities, Requirements, Definitions and Selection Criteria; Executive Summary of Race to the Top Notice of Final Priorities; presentations and transcripts for calls and Technical Assistance Workshops.
- Email questions to: racetothetop@ed.gov
- Call with questions: 202-205-3775